

Procedures for Selecting an Alias

The procedure below is intended for those users who wish to request for alias, in addition to their OneNASA email address. An alias is “Also Known As” or AKA. It is an alternative email address for the users to receive electronic business mail at NASA.

1. Go to <https://isd.jsc.nasa.gov/onenasaemail> and click “Reserve an Alias.”
2. For first-time users, click “I forgot/don’t have my password.”
If you know your OneNASA alias request password, proceed to Step #6.
3. On the eMail Alias Password Request screen, enter your assigned OneNASA email address without the @nasa.gov. For example, John.Doe-1@nasa.gov should be entered as ”John.Doe-1.” Click “Email me my Password.”
4. Go check your email box and wait for your OneNASA alias request password. Usually, it takes less than 1 hour to receive your password.
5. Upon receiving your password, go to <https://isd.jsc.nasa.gov/onenasaemail/alogin.cfm> the login page.
6. Enter your assigned OneNASA email address without the @nasa.gov and the OneNASA alias request password. Click the “Login” button.
7. Select the alias of your choice from the list displayed. Click the “Submit” button.
If you do not see your preferred alias on the list, do not click on the “Submit” button. Contact ITSC immediately for the process to acquire your preferred alias.
8. Congratulations! You now have an alias email address.

If you are not satisfied with this alias, immediately repeat the above process and select a different alias from the list.

Contact ITSC at Extension 4-2000, or email help@mail.arc.nasa.gov if you have any questions.